

TORRANCE PUBLIC ACCESS FOUNDATION

TORRANCE COMMUNITY TELEVISION

OPERATING POLICIES AND PROCEDURES

**Adopted April 23, 1991
Amended October, 2002**

It is the philosophy of Torrance Community Television to enable the people of Torrance to become more actively involved in the community's growth and prosperity.

Through the powerful, limitless communication qualities of television, we desire to examine ourselves as a community: our joys, our fears, our needs, our conflicts, our successes, our failures, our history, our expectations, and our hopes for the future.

We envision TCTV as a spawning ground for new and exciting ideas that will help enhance life in the community and help shape the future of the City of Torrance.

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SECTION I

I. INTRODUCTION

A. TORRANCE, CALIFORNIA

The arts are alive and well in the City of Torrance, where as a Community Television Producer you can be the star of your own TV show, and where there are a variety of cultural centers that feature not only home-grown talent but a diverse array of theatre, music and other media arts.

Where else can you find a warm, small town atmosphere that rivals even Andy Griffith's Mayberry, and then turn around and shop in one of the world's largest enclosed shopping centers?

From the Torrance airport, to the thriving business centers; from the hills of Palos Verdes to the shores of Torrance Beach, the City of Torrance is indeed that unique creature, a Balanced City.

B. PUBLIC ACCESS

Public access television is essentially a citizen's First Amendment, free speech forum on cable television. As an interactive communication medium, public access television provides for the diversity of viewpoints as outlined in the 1984 Federal Cable Act.

C. TORRANCE CABLE TELEVISION FRANCHISE AGREEMENT

In accordance with Ordinance Number 3034, the Torrance City Council granted a 15 year cable television franchise. The franchise agreement set forth provisions for public, educational, and governmental access (PEG) channels, resources, and services.

D. TORRANCE COMMUNITY TELEVISION (TCTV)

TCTV is governed by the Torrance Public Access Foundation with policy recommendations from the Cable Television Advisory Board on cable related matters. The day-to-day management of operations and services are handled by its TCTV staff.

The Foundation endeavors to satisfy community needs by maintaining and operating fixed and portable production facilities, conducting workshops, providing production assistance, planning programs, processing requests for equipment, facilities, and staff, and providing information. The rules set forth below are necessary in order that the staff may be able to handle these activities effectively.

The rules in this document are intended to enhance the success of public access, and are subject to changes as may be necessary.

1. For the purposes of this document, the term, TCTV (Torrance Community Television) will include any of the following unless otherwise indicated: EQUIPMENT, FACILITIES AND CABLE CHANNEL.
2. The rules governing TCTV are designed to ensure the creation and presentation of non-commercial programming for cablecast on TCTV through the cable system serving Torrance; that a maximum number of Users can be accommodated; and that editorial control be exercised by the User except for specific legal concerns.
3. TCTV exists for the purpose of promoting diversity of viewpoints and expression using the cable television medium in Torrance. TCTV shall not be used for any financial gain or commercial purpose. Programs produced using TCTV must be initially cablecast on TCTV.

4. The studio is the hub of TCTV. Requests for use of TCTV, training and support are handled in the Center. Because of the press of business, requests for channel time, equipment, facilities, training, and support should be conducted by telephone.
5. All services can be obtained at 3350 Civic Center Drive, in the Stanley E. Remelmeyer Telecommunications Center (SERTC), a 15,000 square foot building shared with the government access operation. For security purposes, all Users must enter TCTV facilities through the main Telecommunications Center lobby. TCTV shall be available for the purposes of original community programming on a first-come, first-served basis to any qualified Torrance resident; non-profit group, institution or organization.

E. OUTREACH

The Foundation is committed to educating Torrance residents and Torrance based non-profit institutions and/or organizations concerning the availability and use of TCTV.

1. REQUIREMENTS

TCTV will conduct presentations to institutions and/or organizations upon written request. Request for presentations must be submitted at least three (3) weeks in advance.

F. TOURS

1. Tours of TCTV facilities may be requested by institutions or organizations. Requests for tours should be made a minimum of two (2) weeks in advance. Tours will not be conducted without prior notification.
2. Tours will be conducted during the hours of 9:00 a.m. to 3:00 p.m. on weekdays and will be approximately 45 minutes in duration. Special arrangements for weekday evening tours may be requested by contacting TCTV by telephone or in writing.
3. For safety reasons, tours will be limited to twenty (20) persons. One adult is required for every 10 children. Adult members of the tour group will be responsible to supervise minors.
4. TCTV may temporarily discontinue the scheduling of tours as necessary depending on the level of use of the studio for program production.

G. FIELD TRIPS

Field trips are designed to educate students between the ages of 7 and 18 in the principles of television production. These are conducted Monday through Friday during the hours of 11:00 a.m. to 4:00 p.m. It is suggested that teachers schedule between one and three hours of studio time. Field trips are flexible in design and can change according to the students' education needs. Teachers should telephone or write to arrange for a field trip.

1. SCHEDULING

Field trips must be scheduled at least four (4) weeks in advance;

2. SUPERVISION

At least one (1) adult must supervise every ten (10) students.

3. LIMITATIONS

A maximum of thirty (30) students is allowed in a tour group.

The Foundation may temporarily discontinue field trips as necessary depending on use.

SECTION II

II. USER REQUIREMENTS

Users are expected to produce programming, which will initially appear on TCTV. In the course of such productions, a User of TCTV shall not represent to any other party that he/she, or any other person involved, represent TCTV in any manner. Violation of this rule will render the User liable to immediate forfeiture of all privileges.

A. STATEMENT OF COMPLIANCE

Before certification, the scheduling of channel time or operation of any equipment, all persons will be required to attend the Orientation session and sign a Statement of Compliance. (Statement of Compliance Form, Exhibit A). Failure to sign and adhere to the terms of the Statement of Compliance will result in the forfeiture of privileges to use TCTV.

B. ELIGIBILITY

1. RESIDENT

Any person using TCTV must provide proof of residence in the City of Torrance. Such proof of residence may be, but not limited to the presentation of a current California Drivers License or California Identification Card and a recent utility bill which clearly shows the name and address of the person requesting use of TCTV.

TCTV is available for the production and exhibition of community programming on the cable system in Torrance. However, if Users have access to television facilities and/or equipment through their own related institutions or organizations, they are strongly encouraged to use such facilities to provide programming for TCTV.

2. Non-Resident - Non-Profit Organizations

Persons who are authorized representatives of a non-profit institution or organization may use TCTV for the purpose of cablecasting announcements or programming. In all cases where non-resident representatives request use of TCTV, a "Statement Of Compliance", and a "Non-Resident Authorization" form signed by the identified member of the institution or organization must be provided. Each Non-Profit organization must provide proof of Non-Profit status, along with identification of the individual representing the organization. Verification of all information will be conducted by TCTV. In all cases, Torrance based non-profit organizations will receive priority over non-Torrance based non-profit organizations. (Non-Resident Authorization Form, Exhibit B).

3. MINORS

Persons under the age of 18 years.

a) PERMISSION

Minors using TCTV must have on file a signed Parental Consent form. The parent or guardian who signs the form, assumes responsibility for any liability arising from the minor's use of TCTV (Parental Consent Form, Exhibit C).

b) USE

Certified minors may work in the studio but portable equipment may only be checked out with the expressed written permission of a parent or guardian. (Parental Consent Form, Exhibit C).

c) LIMITATIONS

Although there is no minimum age restriction, the Foundation may refuse to permit a minor to use TCTV at its discretion, based on failure of how to demonstrate knowledge to safely and properly handle equipment.

SECTION III

III. TRAINING PROGRAM

A. ORIENTATION

All Users of TCTV must attend the New Users Orientation Session conducted by TCTV staff. These sessions consist of an overview and introduction to TCTV with special emphasis on policy and rules regarding its use.

Orientation Session attendance is a prerequisite to training workshops.

Workshops are specifically designed for people who intend to produce programming for TCTV. Workshops are not offered for general interest or for those not involved in producing programming for TCTV.

Training workshops are held periodically, on a first-come, first-served basis. Call TCTV for reservations.

B. WORKSHOPS

In order to assure safe use and proper handling of TCTV, any person requesting to use TCTV shall be required to demonstrate that he/she is properly trained.

TCTV offers training workshops in the use of such equipment; upon successful completion of training, or other demonstration as approved by the Foundation.

There is limited enrollment in each TCTV workshop. Workshops will include explanation, a demonstration as well as hands-on training on the use of equipment. Basic elements taught in the training workshops include program development, basic script writing, promotions, titling, on-screen performance and directing.

1. FIELD WORKSHOP

Workshop objective: To learn proper techniques of camera operation, lighting, audio and shot composition for television productions. In addition, learn post-production techniques and styles using assembly and insert editing.

2. STUDIO WORKSHOP

Workshop objective: To learn how to properly operate studio equipment and receive training in various studio production crew positions.

3. ADVANCED WORKSHOP

Advanced workshops will be offered in various areas as needed. Certified Users in such workshops will be charged a fee. Check with TCTV staff for details. (Advanced Workshop Fee Structure, Exhibit L)

C. COST

Persons enrolling in Workshops will be required to submit a financial deposit (consistent with Exhibit L) with TCTV. The full deposited amount will be refunded when the newly Certified User produces and submits his/her first completed program within the twelve month certification period.

D. CERTIFICATION

A person who has successfully completed a TCTV workshop and can demonstrate that he/she is capable of operating the equipment safely and properly will be Certified for that training. Certifications are non-transferable, and are valid for twelve (12) months, after which they may be renewed for an additional twelve (12) month period, provided rules are properly observed.

1. **TRAINING REQUIREMENT WAIVER**

Persons experienced in operating video equipment may be issued Certification by passing a performance test without attending a workshop. Those persons will be required to pass a written and/or oral and/or hands-on proficiency exam issued by staff. Persons who provide proof of experience including a minimum of one (1) professional reference will be considered for this waiver.

2. **CERTIFICATION RENEWAL**

To become eligible for recertification, a Certified User must: 1) complete at least one (1) program every twelve (12) months; or 2) volunteer as a crew member on six (6) different (TCTV staff or Certified User) productions (at least two (2) hours in duration each) within that twelve (12) month period. Proof (photocopy of Production Crew Lists) must be submitted at the time of request for recertification.

E. **INDEMNIFICATION**

Users must agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and the cable operator franchised by the City of Torrance and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of the Operating Policies and Procedures, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. The User must understand that he/she may be criminally or civilly liable for performing or producing such material, which is cablecast. The User must agree that he/she shall not represent themselves or any other person involved in TCTV cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance or the cable operator franchised by the City of Torrance.

SECTION IV

IV. PROGRAMMING CONTENT

The Foundation's concern with program content is limited to ensuring that program material does not violate Federal, State, or local law; that all appropriate rights have been obtained; and TCTV rules are not violated.

A. **FIRST AMENDMENT RIGHTS**

Public access television is essentially a citizen's First Amendment, free speech forum on cable television. As an interactive communications medium, public access cable television provides for the diversity of viewpoints as outlined in the Cable Communications Policy Act of 1984.

B. **AUTHORIZATIONS**

All Users are responsible for the content of their program and for obtaining all rights necessary to cablecast any program material on the system. All Users are responsible for providing proof that they have obtained in writing all necessary approvals, clearances, licenses, etc. for the use of any program material which the User cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers' representatives, all persons appearing in or referred to in program material, and any other approvals that may be necessary to transmit program material over the cable television system.

C. **OWNERSHIP**

When a Certified User produces a program using TCTV, ownership of the creative rights of the program belongs to that Certified User; however if the physical videotape is supplied by TCTV, the tape remains subject to the rules governing videotape. (Section VI.A.1. & 2.)

D. **PROHIBITIONS**

Presentation of the following material on TCTV is strictly prohibited:

1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);
2. Any lottery, or any advertisement or information concerning any lottery;
3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
4. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright, which violate any local, state, or federal law.

E. **POLITICAL SPEECH**

1. Political endorsements of candidates or issues are permitted.
2. The Foundation will engage in an effort to provide awareness of Public Access in Torrance.
3. The Commission will sponsor an "Open-Mic Night" Taping and Cablecast prior to each City of Torrance election.

SECTION V

V. REFUSAL OF SERVICE

The Foundation reserves the right to suspend or revoke the privilege of any User of TCTV who appears to be under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way mistreats or abuses TCTV employees, interns or volunteers; who has misused equipment or failed to return it on time; who has violated any rules found in this document; or who has in any other way abused the privilege of using TCTV.

SECTION VI

VII. EQUIPMENT & FACILITIES

A. **VIDEOTAPES**

There are two categories of programs that may be cablecast on TCTV. "TCTV Original Productions" are those programs produced by a Certified User. "Bicycled" Productions are those programs not produced by a TCTV Certified User.

TCTV will stock videotape cassettes for loan to Certified Users. The physical tapes will remain the property of TCTV unless purchased by the Certified User.

1. **VIDEOTAPE PROVISIONS**

Users may provide their own video tapes as long as they meet TCTV technical standards. (Videotape Technical Standards, Exhibit E). Compliance with these standards allows for the smooth operation of TCTV and the cable television system. For

the convenience of Users, TCTV will sell a limited number of both new and recycled videotapes.

2. VIDEOTAPE LOAN

- a) TCTV will loan Certified Users one (1) sixty minute tape or the equivalent per program. If editing is required, an additional sixty minute tape may be requested.
- b) If a Certified User does not returned a loaned tape within six (6) weeks of original taping, he/she will be charged. His/her use of TCTV will be suspended.
- c) All tapes loaned by TCTV for master footage will be erased six (6) weeks from the date of the original taping so that they maybe recycled. A Certified User who wishes to preserve the master footage must purchase the videotape or replace it with a new videotape of equal value.

3. LOSS, THEFT OR DAMAGE OF VIDEOTAPE

- a) Tapes loaned by TCTV which are lost, stolen, or damaged must be replaced with blank tapes of equal value that meet TCTV specifications. The Foundation reserves the right to specify brands of tapes which are acceptable.
- b) Users shall agree to hold the Foundation harmless for damage or erasure of videotapes and any loss of program material resulting from playback or recording on TCTV equipment.

4. ARCHIVES

- a) TCTV will retain the edited masters on TCTV videotape as part of its library. These programs will be cablecast on TCTV at its discretion.

5. VIDEOTAPE DUPLICATION

- a) Users who want to obtain videotape copies of their program(s) must contact the Operations Assistant/Community Television Coordinator; a nominal fee is charged for the cost of the tape and service.

B. FIELD EQUIPMENT

TCTV will make available color portable outfits, each consisting of a camera, microphone, and video cassette recorder, for loan to Certified Users. Portable equipment will enable the Certified User to videotape events in the community which could not be realistically reproduced in the studio environment. TCTV staff will make every effort to insure that the equipment is in operational condition when issued.

1. AVAILABILITY

The TCTV portable equipment is available to reserve on a first-come, first-served basis for use Tuesday through Friday (excluding holidays) between the hours of 3:00 p.m. to 5:00 p.m. and 6:00 p.m. to 10:00 p.m., Saturday 10:00 a.m. to 6:00 p.m.

2. RESERVATIONS

Certified Users may reserve portable equipment by phone or by submitting a written request at least fourteen (14) calendar days, but not more than thirty (30) calendar days in advance. (Field Equipment Check-out, Exhibit F & Program Proposal Form, Exhibit G).

Certified Users may request the use of portable equipment for up to twenty-four (24) hours on any weekday or ninety-six (96) hours on any weekend.

3. CHECK-OUT PROCEDURES

To pick-up portable equipment, the Certified User must present proper photo identification (such as a valid California driver's license, school or state approved identification card) when checking-out equipment.

4. CHECK-OUT TIMES

Portable equipment may be picked up between 3:00 p.m. to 4:30 p.m. or 6:00 p.m. to 9:00 p.m. on weekdays at the Equipment Storage room. Arrangements for early equipment check-out must be made at the time the request is submitted. Contact the Operations Assistant/Community Television Coordinator to schedule a time.

5. RETURN

On all occasions, the Certified User must return portable equipment to TCTV not earlier than 3 p.m. but no later than 9:00 p.m. of the next business day following the equipment check-out.

6. LIMITATIONS

a) In the interest of facilitating equipment usage by the maximum number of Certified Users, the sign out of portable equipment must be limited to one time per week per Certified User or one weekend per month per Certified User. (VI.B.2.)

b) Portable equipment will not be available for check-out while field workshops are in session or during the maintenance or repair of such equipment. Notification of such times will be posted in TCTV. Certified Users will be notified when equipment becomes available.

7. CANCELLATIONS

Any Certified User who cancels without reasonable notice or fails to keep his/her appointment or to pick up equipment requested on three (3) or more occasions (within the twelve (12) month certification period) is liable to forfeit the privilege of using TCTV.

C. STUDIO PROCEDURES

The Foundation has provided a three camera studio for use by Certified Users for the production of community television programming to be cablecast on TCTV.

1. AVAILABILITY

TCTV studio is available Wednesday and Friday (excluding holidays) between the hours of 3:00 p.m. to 5:00 p.m. and 6:00 p.m. to 11:00 p.m., Saturday 10:00 a.m. to 6:00 p.m.

2. RESERVATIONS

Certified Users may reserve studio production facility reservations on a first-come, first-served basis. Productions are scheduled for periods up to four (4) hours on any given day, or a cumulative total of four (4) hours for each program to be cablecast on TCTV; this time includes setting up, program production, and breaking down. (Studio Time Request, Exhibit H).

3. CREW

Certified Users are responsible for providing a qualified crew to operate studio equipment during his/her production. TCTV will attempt to assist Certified Users who require additional crew members by providing names and phone numbers of volunteers and/or interns.

A list of volunteers is available at the front counter. Certified Users may request volunteer crew assistance by phone or by submitting a written request at least fourteen (14) calendar days, but not more than thirty (30) calendar days in advance. (Volunteer Crew List Application, Exhibit I)

4. LIMITATIONS

- a) In the interest of facilitating usage by the maximum number of Certified Users, use of the studio facilities (based on demand) may be limited to: 1) one (1) studio use (4 hours) per weekday per Certified User and/or program; 2) or one (1) Saturday use (4 hours) per Certified User and/or program per month.
- b) The studio facilities will not be available for production use unless otherwise stated. The Foundation, when necessary, may terminate or reschedule productions in the TCTV studio for a period of time to perform maintenance or to fill requests for workshops.

5. MAXIMUM OCCUPANCY

No more than thirty (30) people, including production crew, performers, and spectators, may be present in the studio at any time. This includes, but is not limited to the set-up, production and/or breaking down of a production. (This figure is in accordance with specifications set by the Torrance Fire Marshal.)

6. ANIMALS

Animals are not permitted in TCTV unless they are part of a program to be taped in the studio. All animal(s) must be harnessed or caged; an adult who is not part of the production crew or talent must accompany the animal(s) at all times; the animal(s) may only enter the Telecommunications Center through the TCTV rear entrance; the animal(s) is only permitted in TCTV during actual time of taping.

TCTV reserves the right to have the animal(s) removed if it is deemed unsafe and/or a nuisance. If the animal(s) are deemed non-domesticated, unsafe and/or a nuisance by TCTV staff, the Certified User will be required to remove the animal(s) from TCTV at once.

7. CANCELLATIONS

Any Certified User who cancels without reasonable notice or is more than a half hour late for appointed studio time or fails to keep his/her appointment on three (3) or more occasions (within the twelve (12) month certification period) is liable to forfeit the privilege of using TCTV.

D. POST-PRODUCTION PROCEDURES

The Foundation provides post-production and viewing facilities for the purposes of editing programming for cablecasting on TCTV.

1. AVAILABILITY

The TCTV editing facilities are available Tuesday through Friday (excluding holidays) between the hours of 3:00 p.m. to 5:00 p.m. and 6:00 p.m. to 11:00 p.m., Saturday 10:00 a.m. to 6:00 p.m.

2. RESERVATIONS

Certified Users may request editing time on a first-come, first-served basis by phone or by submitting a written application at least seven (7) calendar days, but not more than thirty (30) calendar days in advance. (Request for Editing Time, Exhibit J).

3. CANCELLATIONS

Any Certified User who cancels without reasonable notice or is more than a half hour late for appointed editing time or fails to keep his/her appointment on three (3) or more occasions (within the twelve (12) month certification period) is liable to forfeit the privilege of using TCTV.

4. LIMITATIONS

- a) In the interest of facilitating equipment usage by the maximum number of Certified Users, the reservation of post-production facilities must be limited to three (3) weekday sessions; and two (2) weekend sessions per month per Certified User.
- b) Post-production facilities will not be available for reservation field workshops are in session or during the maintenance or repair of such equipment. Notification of such times will be posted on the TCTV classroom bulletin board. Certified Users will be notified when equipment becomes available.

E. EQUIPMENT REPAIR/REPLACEMENT

Certified Users of portable equipment agree to pay all costs of any repair or replacement of equipment or materials resulting from damage, misuse, neglect or theft while such equipment or material are checked-out to them.

F. OPEN FLAMES

To ensure the safety of all persons entering The Telecommunications Center, uncontrollable open flames will not be allowed at anytime.

SECTION VII

VII. PLAYBACK

Programs are normally scheduled to begin on the hour or half-hour and will be replayed for maximum viewer exposure. All programs will be previewed and scheduled by TCTV staff for technical considerations.

A. RESERVATION OF RIGHTS

1. TECHNICAL QUALITY

The Foundation reserves the right to reject videotapes which in its discretion do not meet technical standards. (Videotape Technical Standards, Exhibit E) In the case of videotapes rejected for technical reasons, TCTV will immediately clear the program schedule of time slots reserved for that program in order to make the time available for other Users.

2. CHILDREN

TCTV reserves the right to schedule or reschedule programs in consideration of children in the viewing audience, and may require viewer discretion tags at the beginning and end of the program.

B. FORMAT REQUIREMENTS

All videotapes submitted to TCTV for programming must be supplied on videotape consistent with Videotape Technical Standards, Exhibit E and meet broadcast videotape standards; no other format will be accepted.

1. LENGTH OF PROGRAMS

- a) Programs exceeding 58 minutes are limited to one playback per day.
- b) Programs scheduled in hour time slot must not exceed 58 minutes.
- c) Programs scheduled in half hour time slot must not exceed 28 minutes.

C. LOGISTICS

All tapes used for TCTV cablecast must be clearly labeled with title, date of production, name of User and address and/or phone number; both the tape and the container must be labeled. Locations of all false starts and retakes should be indicated. Tapes used from TCTV stock must have a TCTV tape number; Users are responsible for making note of the number of times the tape is used for recording and playback. (Videotape Technical Standards, Exhibit E).

D. SCHEDULING

Available time slots on TCTV are scheduled on a first-come, first-served basis. Advance scheduling is possible up to thirty (30) calendar days ahead of the cablecast date. Programs must be completed and delivered to TCTV by 9 p.m. consistent with the annually published CitiGUIDE schedule including appropriate forms and/or letters (Request for Channel Time, Exhibit K).

1. SERIES

Scheduling of regular time slots in a series up to twelve (12) weeks duration is permitted, if time is available, provided that:

- a) The User demonstrates a commitment to his/her series by supplying the initial three (3) programs on videotape prior to the scheduling of series time.
- b) The User shall forfeit the balance of his/her series of regular time slots if programs are not provided as scheduled.

2. PROMOTIONS

Users should become actively involved in promotion of their own programs by submitting press releases, brochures, advertisements, articles, etc., to the appropriate local media.

The Foundation will arrange for program information (title and cablecast time) to be displayed daily on TCTV.

NOTE: Use of the TCTV logo type or any implication of TCTV sponsorship is strictly prohibited.

3. CREDITS

All programs produced using TCTV must include: "Facilities provided by the Torrance Public Access Foundation."

4. LIMITATIONS

All Bicycled programs will be limited to 26 replays per five (5) year period. Only those produced by a government agency for the purposes of public information will be exempt from this rule.

E. **RETURN OF TAPE**

All Users must pick up their own videotapes. Videotapes will be kept for a three (3) month period after the date submitted. After that time, the videotape(s) will be disposed of or recycled.

F. **ALPHANUMERIC ANNOUNCEMENTS**

Torrance based non-profit organizations and individuals may submit announcements for the purposes of promotion of activities, programs and services. Alphanumeric displays are electronic bulletin boards that randomly display between scheduled videotape programming.

1. **PROCEDURE**

Announcements must be submitted on a fully completed Alphanumeric Request Form (Exhibit M). TCTV will accept these forms by mail, email, hand delivery, or facsimile not less than one week prior to the desired cablecast date.

SECTION VIII

VIII. VIOLATION OF RULES

Violation of any rules found herein will be subject to disciplinary action as outlined in this section.

A. **EQUIPMENT DAMAGE OR LOSS**

The Certified User's privileges will be suspended or revoked if, in the opinion of staff, equipment has been damaged through abuse or negligence.

B. **PROGRAM CONTENT**

Violations of Section IV will subject the User to immediate forfeiture of the privilege of using TCTV.

C. **RETURN OF EQUIPMENT**

The Certified User's privileges will be suspended or revoked if notice of cancellation of an equipment reservation is not received by TCTV at least twenty-four (24) hours in advance, or if equipment is repeatedly returned late.

SECTION IX

IX. DISCIPLINARY ACTION

If Users have been found in violation of any of the rules found in this document, they will be subject to restrictions of TCTV.

SECTION X

X. APPEALS

A. **FILING FEE**

A filing fee of \$50.00 is required with any decision appeal. The fee must be submitted to the Office of Cable Communications at the time of filing. Checks must be made payable to the City of Torrance. The full amount is non-refundable.

B. **USER DISSATISFACTION**

If at any time a User is dissatisfied with the quality of service received from staff, the User should make a reasonable attempt to resolve the concern with that staff member. If that User is not able to reach an equitable resolution in accordance with Operating Policy and Procedures, the User should appeal to that staff person's supervisor and then to the Administrator. If not

satisfied at the administrative level, the User may appeal to the Cable Television Advisory Board.

C. ADMINISTRATIVE DECISION

Users may appeal administrative decisions to the Board by submitting the appeal in writing within thirty (30) calendar days (of the decision) to the Office of Cable Communications.

D. CTAB DECISION

Users may also appeal Board decisions to the Public Access Foundation by submitting the appeal in writing within thirty (30) calendar days (of the last decision) to the Office of the City Clerk.

SECTION XI

XI. PUBLIC RECORDS

Request for use and the User list files will be available for public inspection during normal business hours and will be maintained for a period of five (5) years from the date submitted.

A. REQUEST FOR USE

TCTV will keep a public file at its facility of the requests it receives for the use of TCTV including the names, addresses and phone numbers of those making such request.

B. USER LIST

TCTV will keep a public file of all Users at its facility. That list will only include the USER names and their certification status.

##

Torrance Community Television
STATEMENT OF COMPLIANCE

- A. I have received, read, and I am thoroughly familiar with** the contents of the Torrance Community Television (TCTV) Operating Policies and Procedures. I understand that the Foundation reserves the right to suspend or revoke the privilege of any User to utilize TCTV if that User is in violation of any of these rules.
- B. I will thoroughly familiarize myself** with the content of any program material to be taped and/or cablecast and agree that it will not contain:
1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726)
 2. Any lottery, or any advertisement or information concerning any lottery;
 3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
 4. Political endorsements of candidates or issues during electoral campaigns;
 5. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violate any local, state, or federal law.
- C. I assume full responsibility for** the content of all program material cablecast and will ensure that such program material will not violate any right of any third party.
- D. I have obtained, or will obtain before cablecasting,** all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.
- E. I agree to defend, indemnify and hold harmless** the Foundation, the City of Torrance and its employees and agents, and Torrance Time Warner Communications, Inc. and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Statement of Compliance, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. **I understand that I may be criminally or civilly liable** for performing or producing such material which is cablecast.
- F. I agree to assume all liability** for my activities at the Torrance Community Television Center facilities, including but not limited to, use of equipment, injury to self and/or other persons.
- G. I agree that I shall not** represent myself or any other person involved in TCTV cablecasting or production as an employee, representative or agent of the Foundation, the City or Time Warner Communications.
- H. I agree to pay the costs** of any repair or replacement of equipment or materials resulting from damage, misuse, or theft while such equipment or materials are in my possession or control. I understand the penalties that apply if I do not return equipment or materials on time, or if I allow someone not authorized by TCTV to use the equipment or materials.
- I. I agree that I shall not use TCTV for any personal gain or other commercial purpose.** I understand that programming produced with TCTV equipment or facilities must appear on TCTV.
- J. I hereby grant my permission** to TCTV to play without restriction any and all videotapes that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation via the Office of Cable Communications.
- K. I understand that false** or misleading statements made in this statement are grounds for forfeiture of the right to use the TCTV.

PLEASE PRINT CLEARLY

PLEASE PRINT CLEARLY

I am ___ am not ___ a resident of the City of Torrance.

Name: _____		Email: _____	
Address _____		City _____ Zip Code _____	
Home Telephone _____		Work Telephone _____	
California Drivers License Number _____		Social Security Number _____	
Signature of User: _____		Date ____/____/____	

NON-PROFIT INSTITUTION / ORGANIZATION

Name of Institution or Organization _____	
Address _____ City _____ Zip Code _____	
Official Agent (Executive Director, President, Dept. Head) _____	Title _____
Telephone _____	
Signature of Agent: _____	Date ____/____/____

C:\MSOFFICE\WINWORD\TCTV\SOC 101797

WHITE- USER FILE

BLUE- STATEMENT FILE

YELLOW- USER

Torrance Community Television
NON-RESIDENT AUTHORIZATION FORM

Institution or Organization		
Name _____	Telephone _____	
Address _____	www. _____ Web _____	
City _____	State _____	Zip Code _____

Representative	
User _____	Email _____
Home Telephone _____	Work Telephone _____
Address _____	
City _____	State _____ Zip Code _____

Authorized Agent of Institution or Organization	
<p>The individual Non-resident named above as User has been authorized to produce and/or to request cablecasting for the following program(s) on TCTV:</p>	
1 _____	2 _____
3 _____	4 _____
Name _____	Title _____ Work Phone _____
Signature of Agent _____	____/____/____ Date

Signature of User
____/____/____
Date

Torrance Community Television
PARENTAL CONSENT FORM

I hereby affirm that I am a resident of the City Torrance and the parent and/or legal guardian of _____, who is under 18 years of age and who resides at _____.

I hereby assume all liability for his/her activities at the Torrance Community Television Center (TCTV) facilities, including but not limited to his/her use of TCTV equipment, the content of any programming produced or submitted for cablecast, injury to self and/or other persons.

I have read and understand the TCTV operating rules, and I agree and understand that my son, daughter, or ward will be operating various kinds of television production equipment and will be expected to conform to all requirements that are in effect for adult Certified Users of the TCTV equipment and facilities.

I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and the cable operator franchised by the City of Torrance and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Parental Consent form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material, which is cablecast. I agree that I shall not represent myself or any other person involved in TCTV cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance or the cable operator franchised by the City of Torrance.

I understand that this consent and the representations made herein may only be revoked by my written notice to TCTV.

Name of Parent/Guardian

Address

City State Zip Code

Signature of Parent/Guardian

____/____/____
Date

WHITE- USER FILE

BLUE- STATEMENT FILE

YELLOW- USER

Torrance Community Television
VOLUNTEER CREW LIST APPLICATION

I hereby give permission to TCTV to provide the below information to other Users for the purpose of voluntary services on community television productions.

User

Email

Home Telephone

Work Telephone

I am willing to assist others in the following areas:

PRE PRODUCTION/PERFORMANCE

- ☐ Producing ☐ Scripting ☐ Talent ☐ Narration

FIELD PRODUCTION

- ☐ Camera ☐ Audio/VCR ☐ Lighting ☐ Editing
☐ Production Assistant

STUDIO PRODUCTION

- ☐ Camera ☐ Lighting ☐ Switch ☐ Set Construction
☐ VCR ☐ Audio ☐ Character Generator ☐ Set Design
☐ Floor Manager ☐ Director ☐ Technical Director

Other _____

DATE AND TIME AVAILABLE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

I've taken workshops because:

- ☐ I have video equipment and want to know how to use it better
☐ I have an idea for a video project
☐ I'd like to produce a video project
☐ I'd like to help others on video projects
☐ I'd like a job in the television industry
☐ General interests
☐ Other _____

Torrance Community Television
VIDEOTAPE TECHNICAL STANDARDS

- A. All tapes must be 3/4" U-Matic cassettes.
- B. Active video should be between 7.5 and 100 IRE.
- C. Chrominance must not exceed 80%.
- D. Sync and blanking portions of the video should be R.S. 170 standard.
- E. Playback leader requirements must be as follows:
 - 1. Thirty (30) seconds sync black;
 - 2. Sixty (60) seconds color bars and tone;
 - 3. Slate: title of program, length, User, date edited;
 - 4. Ten (10) seconds of black;
 - 5. Program material;
 - 6. Sixty (60) seconds sync black following end of program.
 - 7. All audio on channel #2 (the right channel); NO signal of any kind on channel #1 (the left channel), which is used as the cueing channel.
- F. Tape must be of good quality, with no damage or excessive dropouts (no more than 5 per minute).
- G. Tape must be properly labeled:
 - 1. Program title;
 - 2. Program length - 00:00 (minutes and seconds);
 - 3. Name of User, owner, institution or organization;
 - 4. Production date.
- H. Tapes not meeting the above standards will be rejected.

P L E A S E P R I N T		Producer: _____ Address: _____ Home Phone: _____	Pick-up: ____/____/____ : ____ A.M./P.M. Return: ____/____/____ : ____ A.M./P.M.
OFFICE USE ONLY		NOTES	
Checked-out by: ____/____/____ : ____ A.M./P.M. Checked-in by: ____/____/____ : ____ A.M./P.M.		_____ _____ _____	

	QTY.	EQUIPMENT	ACCESSORIES	KIT COLOR	SERIAL NO.	PRODUCER INITIALS
VIDEO		SVHS Camcorder	Viewfinder Case Manual AC Adapter	R G B		
		Batteries	Charge Clip	R G B		
		3/4 " Field VCR	4800	R G B		
		VHS Field VCR		R G B		
		AC Adapter	CMA-8 300C 40U	R G B		
		Batteries	Sony JVC			
		Cables	Multipin Adapter			
		Tripod Bogen	Mt. Screw Handle Plate Handle Mt.	R G B		
		Auto Dolly		R G B		
AUDIO		Omni EV-635	Case Windscreen			
		Cardioid RE-11	Case Windscreen			
		Lavaliere ECM-55	Case Clip Windscreen Battery			
		Shotgun Mic.	Case Clip Windscreen Battery			
		Headphone		R G B		
		XLR to Phono	Adapter Cable S M L			
		XLR to Mini	Adapter Cable S M L			
		XLR to XLR	Adapter Cable S M L			
		Mic. Stand	Adapter Cable S M L			
		Portable Mixer				
		Boompole				
MISC.		Field Monitor	Battery Power Cord	R G B		
		BNC to BNC	UHF Adapter			
		Light Kit	3 Stands 3 AC Cords Gel Frame Umbrella	R G B		
		Gel Pack	Colors:			
		Diffusion	Toughspun Frost			
		AC Cords	Single 4-Way Strip			
		Equipment Sack		R G B		
		Handtruck		R G B		
		Sandbag				
		Adapter	Type:			
		Blank Tape	VHS			
		Blank Tape	SVHS			
		Blank Tape	3/4 "			

I agree to pay any and all repair or replacement costs for equipment or materials that are damaged, misused, lost, or stolen while such equipment or materials are in my possession or control. I also understand that these penalties will apply if I do not return equipment or materials by said due date, or if I allow someone not authorized by TCTV to use said equipment or materials.

Signature of Certified Producer

____/____/____
Date

California Drivers License No.

Torrance Community Television

PROGRAM PROPOSAL FORM

(Program proposal form must be submitted prior to equipment/facility reservation)

TCTV Producer: _____

Email: _____

Address _____

City _____

State _____

Zip Code _____

Name of Organization (if applicable) _____

Home Telephone _____

Work Telephone _____

Type of Production:

☐ Remote (single camera)☐ Remote (multi-camera)☐ Other (specify): _____**Equipment**Field:
Post Equipment:
Studio☐ Public Access Foundation☐ Public Access Foundation☐ Public Access Foundation☐ Personal☐ Personal

Program Title: _____

Description of Program: _____

Intended Audience/Purpose of program: _____

Location of Taping: _____

Date(s) of Production: _____

Signature of Producer _____

____/____/____
Date**OFFICE USE ONLY**

Comments: _____

Reviewed by: _____

Torrance Community Television
STUDIO TIME REQUEST FORM

Certified Producer-in-Charge	____/____/____ Date	Phone Number
Cable Operator Representative	____/____/____ Date	
Program Title	____/____/____ Shoot Date*	Production Number
	____:____ Time	

Note: (*) THIS FORM IS NOT FOR STUDIO SCHEDULING PURPOSES. Studio reservations can be made in the studio scheduling book with front desk personnel; or by phone. Studio reservations must be made at least three (3) weeks in advance.

TO CONFIRM RESERVATIONS, please submit this form (fully completed) within six (6) days after scheduling. Special equipment request must be confirmed with TCTV one week in advance to insure availability.

EQUIPMENT NEEDED

FOR ALL USERS

STANDARD EQUIPMENT	AMOUNT AVAILABLE**	AMOUNT REQUESTED
Lavaliere microphone	4	_____
EV 635A Omni. mic.	2	_____
EV cardioid mic.	2	_____
Microphone stand	4	_____
Audio cable	8	_____
A/C cable	2	_____

DESCRIPTION REQUIRED

Stage/risers _____

Furniture/chairs _____

FOR TCTV CERTIFIED USERS ONLY

SPECIAL EQUIPMENT	AMOUNT AVAILABLE**	AMOUNT REQUESTED
Portable audio mixer	1	_____
DESCRIPTION REQUIRED		
Lighting gels		_____
Light diffusion/scrim		_____
Filters		_____
Teleprompter (circle)	Yes No	
Other		_____

(**) Upon verification

Signature of Producer	____/____/____ Date
-----------------------	------------------------

WHITE- USER FILE

BLUE- STATEMENT FILE

YELLOW- USER

Torrance Community Television
VOLUNTEER CREW LIST

TCTV Producer: _____

Email: _____

Address _____

City _____

State _____

Zip Code _____

Name of Organization (if applicable) _____

Home Telephone _____

Work Telephone _____

Program Title _____

_____/_____/_____
Shoot Date* ____:____
Time**PRINT THE NAMES OF ALL PERSONS ASSISTING YOU IN YOUR CERTIFIED TCTV PRODUCTION**

	VOLUNTEER	ROLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Torrance Community Television
REQUEST FOR EDITING TIME

(You must submit request one week in advance to guarantee reservation)

Certified Producer

Home Telephone

Work Telephone

PLEASE CIRCLE TIME AND INDICATE SUITE NEEDED

WEEK 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
N/A	N/A	3 - 4:45pm	3 - 4:45 pm	3 - 4:45pm	3 - 4:45pm	10 am - 12pm
		6 - 8 pm	6 - 8 pm	6 - 8 pm	6 - 8 pm	12 - 2 pm
		8 - 10:45pm	8 - 10:45pm	8 - 10:45pm	8 - 10:45pm	2 - 4 pm
						4 - 5:45pm
		Edit Suite _____	Edit Suite _____	Edit Suite _____	Edit Suite _____	Edit Suite _____

WEEK 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
N/A	N/A	3 - 4:45pm	3 - 4:45 pm	3 - 4:45pm	3 - 4:45pm	10 am - 12pm
		6 - 8 pm	6 - 8 pm	6 - 8 pm	6 - 8 pm	12 - 2 pm
		8 - 10:45pm	8 - 10:45pm	8 - 10:45pm	8 - 10:45pm	2 - 4 pm
						4 - 5:45pm
		Edit Suite _____	Edit Suite _____	Edit Suite _____	Edit Suite _____	Edit Suite _____

Special equipment request

1. _____ Date __/__/__ 2. _____ Date __/__/__
- _____
3. _____ Date __/__/__ 4. _____ Date __/__/__
- _____

Signature of Certified User

Date

OFFICE USE ONLY

Y or No (Scheduled as Requested)

Initials _____

Scheduled with Modifications

Date

Torrance Community Television REQUEST FOR CHANNEL TIME

User Name: _____	Organization: _____
Address: _____	Home Phone: () _____

As a TCTV User, I assume full responsibility for the content of all program material cablecast and I will ensure that such program material will not violate any right of any third party. I understand that any program that I submit not produced in this facility (a "bicycled tape") will have my full name and Torrance address, as it is listed above, on the beginning and the end of the program, indicating that I have requested for this show to be aired. I understand that if anyone from the public inquires regarding the content of the program, they will be instructed to contact me directly.

I understand that as a User, I may be asked to provide proof of Torrance residency. I also understand that the User, not Torrance Community Television, is responsible for the content of this program and that any clearances or licenses required to cablecast the program stated above will be obtained by the individual making the request. I will certify that this program does not contain:

1. Obscene (California Penal Code, Sec. 311) or indecent material (FCC vs. Pacifica Foundation, 438 U.S. 726);
2. Any lottery, or any advertisement or information concerning any lottery;
3. Any commercial advertising or promotional material concerning products or services presented for the purpose of any solicitation of money or other things of value, unless specifically exempted under the terms of this agreement;
4. Political endorsements of candidates or issues during electoral campaigns;
5. Any material which constitutes libel, slander, invasion of privacy, or publicity rights, unfair competition, violation of trademark or copyright or which violates any local, state, or federal law.

I am requesting that the following program be cablecast on the Torrance Community Television (TCTV) for the following two-week period at the time requested:

This show is a (circle one): TCTV Production Bicycled Production		
Show Title: _____	Program Length: _____ minutes	
Requested Playback Dates: ____/____/____ through ____/____/____	Requested Playback Time: _____	
Single Program or Series (Circle One)	If a Series, Indicate Show Number: _____	Audio Tracks Used: Ch1 Ch2 Both
Show Contains Dated Material, Do Not Air After: _____	Has Program Aired Previously on TCTV? Yes or No	
Program Description (May Be Used In Promotional Materials): _____ _____		

I have obtained, or will obtain before cablecasting, all approvals, clearances, licenses, etc., for the use of any program which I request for cablecast, including but not limited to approvals by broadcast stations, networks, sponsors, music licensing organizations, copyright owners, performers representatives and any other approvals that may be necessary to transmit program material over the cable system. I understand that I may be required to submit proof of said documents.

I agree to defend, indemnify and hold harmless the Foundation and the City of Torrance and its employees and agents, and Time Warner Communications, and its employees and agents against any claims arising out of any use of the program material that is being cablecast or any breach of this Channel Time Request form, including but not limited to any claims in the nature of libel, slander, invasion of privacy or publicity rights, non-compliance with applicable laws and unauthorized use of copyrighted material. I understand that I may be criminally or civilly liable for performing or producing such material which is cablecast. I agree that I shall not represent myself or any other person involved in TCTV cablecasting or production as an employee, representative or agent of the Foundation, the City of Torrance, or Time Warner Communications.

I hereby grant my permission to TCTV to play without restriction any and all videotapes that I submit for cablecasting. I may revoke this authorization only by giving written notice thereof to the Foundation or City of Torrance - Office of Cable Communications.

Signature of Certified User

____/____/____
Date

Torrance Community Television
DEPOSIT AND FEE STRUCTURE

WORKSHOPS

Deposits are consistent with Basic Workshop Schedules

	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94
Pre-Prod	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field	\$0	\$0	\$0	\$0	\$0	\$10	\$10	\$10	\$35
Studio	\$0	\$0	\$0	\$0	\$0	\$10	\$10	\$10	\$50

	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03
Pre-Prod	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
Studio	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50

ADVANCED WORKSHOPS

Fees are based on four, two-hour sessions per Certified User

1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03
\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95

Torrance Community Television
ALPHANUMERIC INFORMATION DISPLAY FORM

Only persons who have attended the "**Orientation Session**" or have reviewed "**It's Your TV brochure**" and completed a "**Statement of Compliance**" form may submit this form.

P L E A S E P R I N T

Date: ____/____/____

Name of Organization

TCTV User: _____

Email: _____

Address

City

State

Zip Code

Home Telephone

Work Telephone

TCTV is available for information messages on the activities and services of **non-profit organizations and institutions**.

Messages are displayed seven days-a-week, twenty-four hours a day between cablecast of video programming.

Send completed forms to: Torrance Community Television
 3350 Civic Center Drive, Suite 100
 Torrance CA 90503
 Attn.: Community Television Coordinator

 or FAX to (310) 781-7132

 or tctv@torrnet.com

Request must be received at least two weeks in advance of event.

____/____/____
Message Start Date

____/____/____
Message End Date

MESSAGE: _____

Signature

____/____/____
Date

OFFICE USE ONLY

Orientation Date: ____/____/____

Verified By: _____

Torrance Community Television
USER HISTORY FORM

User Name

	Subject	Date	Reported by
1.	Orientation		
2.	It's Your TV Brochure Mailed		
3.	It's Your TV Brochure Certified		
4.	California Drivers License		
5.	Utility Bill		
6.	Proof of Non Profit Status		
7.	Statement of Compliance Signed		
8.	Non Resident Authorization		
9.	Parental Consent		
10.	Pre-Production Planning Certification		
11.	Field & Post-Production Certification		
12.	Studio Certification		
13.	Refund Field & Post-Production		
14.	Refund Studio		
15.	Advanced Workshop: Writing		
16.	Advanced Workshop: Lighting		
17.	Advanced Workshop: Graphics		
18.	Advanced Workshop: Post-Production		
19.			
20.			
21.			
22.			

Torrance Community Television
USER PROGRAMMING HISTORY FORM

 User Name

	Bicycled Program Title	Date	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
	Produced Program Title	Date Started	Date Completed
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Torrance Community Television
NON PROFIT ORGANIZATION MEMBER FORM

Non Profit Organization Name

	Individual Name	Title	Date	Reported by
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
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19.				
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25.				
26.				
27.				
28.				
29.				
30.				

AMENDMENTS